



# Illinois State Board of Education

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Jesse H. Ruiz  
Chairman

Christopher A. Koch, Ed.D.  
State Superintendent of Education

April 23, 2010

**TO:** Eligible Applicants

**FROM:** Christopher A. Koch, Ed.D.  
State Superintendent of Education

A handwritten signature in black ink that reads "Christopher A. Koch".

**SUBJECT: REQUEST FOR PROPOSALS (RFP):** McKinney-Vento Education for Homeless Children and Youth Program – Lead Area Liaisons (LALs)

## General Information

**Eligible Applicants:** Regional Offices of Education, school districts, public university laboratory schools approved by the Illinois State Board of Education, and charter schools that serve children age 3 to 21 are eligible to apply for the area in which they are located (a map of the designated areas is contained in Appendix A).

Funding for the City of Chicago School District 299 (i.e., Area 7) will be made under a separate application process.

**Grant Award:** Approximately \$1,600,000 will be available to fund programs under this RFP in Fiscal Year (FY) 2011. It is anticipated that individual grant awards will range from a minimum of \$150,000 to a maximum of \$450,000. Applicants must consider the Student Information System (SIS) LEA homeless count(s) reported for each area, the proportion of the total 2009-2010 Title I, Part A funding provided to school districts in each area in relation to the total state allocation, and the demonstrated need of the area for homeless services when requesting grant funds.

Funding levels are preliminary, and payment under this grant is subject to passage of a sufficient appropriation by the Illinois General Assembly and sufficient appropriation by the U.S. Congress. Obligations of the Illinois State Board of Education (ISBE) will cease immediately without further obligation should the agency fail to receive sufficient federal funds.

**Grant Period:** The grant period will begin no sooner than July 1, 2010 and will extend from the execution date of the grant agreement until June 30, 2011. Continuation funding will be available for two additional fiscal years (i.e., 2012 and 2013) contingent upon a sufficient appropriation for the program and satisfactory progress in the preceding fiscal year.

**Letter of Intent:** Eligible applicants are encouraged to submit a non-binding letter of intent to participate in this grant competition. The letter should include the name of the LAL and the phone number and e-mail address of the primary contact. The letter should be submitted electronically to [saneely@isbe.net](mailto:saneely@isbe.net) no later than **April 30, 2010**.

**Application Deadline:** Mail the original and three (3) copies to Marica Cullen, Homeless Education State Coordinator, Illinois State Board of Education, 100 North First Street, C-215, Springfield, Illinois 62777-0001, to ensure receipt no later than 4:00 p.m. **June 1, 2010**. The original and three copies must be received no later than the due date for the proposal to be considered. Incomplete or late proposals will not be eligible for consideration. No hand-delivered proposals will be accepted.

**Online Bidders' Forum:** An online bidders' forum about this RFP will be available on May 5, 2010, at <http://www.isbe.net/homeless/default.htm>. All questions and answers will remain on the website until **May 28, 2010**. Applicants are encouraged to review information posted on the forum before submitting their proposals.

Should the conditions of this RFP change prior to the deadline, the State Board of Education (ISBE) will post the changes at <http://www.isbe.net/homeless/default.htm>.

**Contact Person:** For more information on this RFP, contact Sharon Neely by e-mail at [saneely@isbe.net](mailto:saneely@isbe.net).

## **Background**

The McKinney-Vento Homeless Assistance Act of 1987 is authorized under Title VII, Subtitle B (42 USC 11431 et seq.) and hereinafter referred to as "the Program." The Program was originally authorized in 1987 and, most recently, reauthorized by the No Child Left Behind Act of 2001. The Program is designed to address the problems that homeless children and youth face in enrolling, attending, and succeeding in school. Homeless children and youth should have access to the educational and other services that they need to enable them to meet the same challenging state student academic achievement standards to which all students are held. Under this RFP funding is provided on a competitive basis to LALs serving local education agencies (LEAs) located within their respective, regional areas (i.e., Areas 1-6) to assist with the implementation of the provisions of the McKinney-Vento Homeless Assistance Act.

The Homeless Assistance Act requires that each school district in the state, regardless of whether it receives a homeless program grant, meet certain conditions when educating homeless children and youth. These conditions located at [http://isbe.net/homeless/pdf/mckinney-vento\\_plan.pdf](http://isbe.net/homeless/pdf/mckinney-vento_plan.pdf) include the following:

- Every school district must designate a local liaison for homeless children and youth who will be available to provide supportive, sensitive identification and enrollment of families with children and youth experiencing homelessness;
- The school district is prohibited from segregating a homeless student in a separate school or separate program within a school based upon the student's status as homeless;

- Each school district must adopt policies and practices to ensure that transportation is provided, at the request of the parent, guardian, unaccompanied youth, surrogate guardian or caregiver, to and from the school of origin;
- If a dispute about school enrollment arises, the school district must immediately admit a student experiencing a homeless condition to the school in which enrollment is sought by the parent, guardian, unaccompanied youth, surrogate guardian, or caregiver, pending resolution of the dispute;
- School placement determinations must be made on the basis of the student’s “best interest,” as defined in Section G1-2 of the non-regulatory guidance, which can be found at <http://www.2.ed.gov/programs/homeless/guidance.pdf>; and
- When completing a student’s enrollment, each school must include in ISBE’s Student Information System’s (SIS) data about the homeless condition of the student enrolled.

The purpose of the RFP is to fund one LAL in each of the six areas of the state as designated by the Illinois Association of Regional Superintendents of Schools (IARSS) (see regional map in Appendix A) to assist school district homeless liaisons in each area in implementing the requirements of the McKinney-Vento Homeless Assistance Act. Each LAL will be responsible for awarding subgrants to school districts in its area through a competitive process to enable school districts showing the most need to establish local programs meeting the requirements of the McKinney-Vento Homeless Assistance Act.

Selected LALs will be expected to provide technical assistance, training, and services to all of the school district homeless liaisons. LALs are also expected to assist families and homeless students to access education, housing, and social and health related services in their region of coverage to ensure that each homeless child and youth have equal access to the same free, appropriate public education, including a public preschool education, as other children and youth.

Specific about the duties of the LALs, as well as the responsibilities of school districts, in serving homeless children and youth and their families are described under “Program Specifications” below. Successful applicants must demonstrate knowledge about and understanding of the McKinney-Vento Act requirements; therefore, applicants are encouraged to review the federal guidance at <http://www.2.ed.gov/programs/homeless/guidance.pdf>.

## **Program Specifications**

### **Lead Area Liaisons**

The following is a summary of the responsibilities of the Lead Area Liaisons:

1. Determine the needs of the area relative to homeless education and the families experiencing homelessness that reside in the area;
2. Provide competitive subgrants to school districts and other eligible applicants in their areas exhibiting the greatest need for funding and potential for positively affecting the academic achievement of homeless children and youth;

3. Maintain a list of the school district homeless liaisons for each school district in its region, and in situations where a school district has not yet designated a homeless liaison, work with the district to make the appointment before the start of the 2010-2011 school year;
4. Provide training to newly appointed school district homeless liaisons, as well as provide ongoing education, support and technical assistance throughout the grant year and documenting training in each year of the grant;
5. Coordinate services between school districts and providers in the area, to include providing reports twice a year to the ISBE state coordinator of meetings with and service delivery to providers;
6. Assist families to access services and receive referrals for medical, dental, health-related, and other appropriate services; and
7. Collect and report on a semi-annual basis data regarding homeless families, children and youth and the education services provided both directly under the McKinney-Vento Education for Homeless Children and Youth Program - LAL grant and through subgrants awarded to school districts.

In carrying out these responsibilities, LALs must complete the following activities:

#### **1. Needs Assessment**

In order to propose a coherent delivery system of high-quality services for homeless children and youth, an applicant must first conduct a comprehensive needs assessment. As part of this assessment, an applicant should identify the potential number of children in its area who are homeless or might become homeless. This information should be gathered from school districts, homeless shelters, social service agencies, and other community groups that may work with people who are homeless. Demographic characteristics of the area may also be used to gauge the likelihood that families may become homeless, and an applicant should consider rates of unemployment, influx of immigrants, health of the business and industrial sectors, information from public health clinics serving low-income families with children age 3 to 6, the capacity of the area to provide shelter for homeless families, the numbers or proportion of low-income families residing in the area, and any other data that will significantly address the potential for families to be in transitional status, and the ability of the educational community to meet their needs.

#### **2. Competitive Subgrants**

Each LAL must award, on a competitive basis, funds to school districts in its area to establish or retain local McKinney-Vento Act homeless education programs. Administrative funds retained by each LAL will be used to provide technical assistance and training to school districts throughout their designated areas. In determining which applicants receive a subgrant award, a LAL must consider the needs of the school district, the needs of the children and youth, the ability of the school district to meet their needs, and the quality of the services provided. Besides school districts, university laboratory schools approved by ISBE, and charter schools are also eligible to apply for a subgrant.

Subgrants must be awarded on a competitive basis to allow for funds to be provided to successful applicants as close to the start of the 2010-2011 school year as possible. The RFP or application for funding must clearly and concisely set forth requirements for the program, the format for the proposal (i.e., narrative, detailed budget information, certifications and assurances), and the criteria under which subgrants will be awarded. ISBE will provide selected LALs with the required budget and certification forms for use in their RFPs.

Each LAL will be responsible for monitoring the progress of all subgrantees and reporting to ISBE about the use of funds and evaluation results for each program. A copy of each subgrantee's approved proposal, along with signed copies of the budget form and certifications and assurances, must be forwarded to ISBE by the LAL.

LALs will be required to submit to ISBE an end-of-the-year report for each year of the grant as well as semi-annual reports including information and data in a format prescribed by ISBE. Information regarding required data and collection efforts will be provided by ISBE staff to those applicants who are awarded a grant.

### **3. List of School District Homeless Liaisons**

All school districts in the state, regardless of whether they receive direct funding under the McKinney-Vento Act, must designate an appropriate staff person, who may also be a coordinator of other federal programs, as a school district liaison for homeless children and youth. The duties of the school district homeless liaison are listed on pages 9 and 10 at <http://www2.ed.gov/programs/homeless/guidance.pdf>.

As part of its proposal, each applicant must provide a list of the school district homeless liaisons for the school district in its area. If a school district has not yet appointed a liaison, the LAL must work with the district to have a person assigned to the position before the start of the 2010-2011 school year. The LAL must maintain an updated list of the liaisons and their contact information and make the list available upon request to ISBE. In each year of the grant, the LAL should update the school district homeless liaison listing, ensuring that both new and continuing school district homeless liaisons are informed about the availability of training and technical assistance.

### **4. Training and Technical Assistance**

The LAL will serve as the key resource for school district homeless education liaisons in the school districts located in their areas in order to assist the districts in their provision of the services and activities required under the Act. In each year of the grant, the LAL must train new school district homeless liaisons about the McKinney-Vento Act and their responsibilities to ensure homeless children and youth succeed academically.

The LAL also must provide an opportunity twice a school year for all school district homeless liaisons to be updated on the requirements of the Act, present best practices and new information about homeless education services, discuss evaluation strategies and program improvements, and assist them with problems that may be occurring in their districts.

Other avenues that an LAL may employ include sharing information resources and using the Illinois Opening Doors Homeless Education Newsletter, *Our Home*, at <http://homelessed.net/resource/newsletters.htm>.

LALs must ensure that records of homeless children kept by the school districts they serve are maintained in accordance with the requirements of General Education Provisions Act (20 U.S.C. 1232h(b)), Family Educational Rights and Privacy Act (20 U.S.C. 1232g et seq.), the Illinois School Student Records Act (105 ILCS 10/1 et seq.) Part 375 of the Illinois Administrative Rules governing Student Records (23 Ill. Adm. Code 375), and the state-level Student Information System (SIS). The SIS assigns a unique identification number for the purpose of student records that will increase the state's capacity to follow a student's progress over time. SIS includes data elements, approved codes, and indicators and criteria for homeless student identification.

LALs are also expected to work with school district homeless liaisons to review and revise any local policies that may act as barriers to enrollment and attendance of homeless children and youth. Further information about barriers can be found at <http://www2.ed.gov/programs/homeless/guidance.pdf>. They must also provide information to ISBE about any policy changes that a school district initiates or revises to ISBE to conform to McKinney-Vento requirements.

## **5. Coordination of Services**

The LAL will assist school districts in coordinating their homeless efforts with other service providers and programs to provide assistance to homeless families. Coordination must be designed to:

- a. Ensure that homeless children and youth have access and reasonable proximity to activities and related support services, and
- b. Raise the awareness of school personnel and services providers of the effects of short-term stays in shelters and other challenges with ongoing education and training efforts.

Each LAL will approach the coordination of service by working with the Continuum of Care (CoC) Consortia operating in the area it is proposing to serve. A listing of CoC Consortia is available at <http://www.hud.gov/local/il/homeless/coccontacts.cfm>.

LALs must also encourage school district liaisons to work with other service providers (e.g., health care, nutrition, social services) in their respective districts so that homeless children and youth and their families are provided with the services and support that will meet their needs.

When necessary, LALs will, in collaboration with school district homeless liaisons, work with state and local housing agencies to minimize the educational disruption for children who become homeless by developing the comprehensive housing affordability strategy described in Section 105 of the Cranston-Gonzalez National Affordable Housing Act (42 U.S.C. 12705) at <http://www.hud.gov/offices/cpd/affordablehousing>.

## **6. Assisting Homeless Families**

The LAL will, in collaboration with school district homeless liaisons:

- a. Provide information to families of homeless children and youth regarding the rights to the educational services available for their children;
- b. Provide families with support and referrals to appropriate services when needs are identified as part of school enrollment;
- c. Collect data on other children in the families who are less than age 6 to identify the need for referral to birth-to-3 programs and other early childhood programs; and
- d. Provide referral to community agencies providing services that may assist the families in their transitional status.

The LAL will ensure that the school district liaisons provide supportive services to unaccompanied youth seeking educational services from schools within the service area and either accompany the youth to educational planning or refer the youth to an appropriate surrogate mentor to assist the unaccompanied youth in gaining access to education services and referral to community agencies for additional services needed.

The LAL may set aside up to .05% of its grant to establish an emergency transportation fund to provide assistance to families – upon the request of the school district – to pay for transportation costs not already covered by federal, state, or local resources. A school district requesting resources must present evidence that it has exhausted all available resources to provide transportation. The LAL will establish the application and approval process for accessing funds.

## **7. Data Collection and Reporting**

All subgrant recipients are required to collect data specific to this grant and submit semi-annual student data reports each grant year. LALs should work with their subgrantees to develop plans for collecting and reporting the required data. Reporting can be found on page 3 at [http://www.isbe.net/homeless/pdf/mckinney-vento\\_plan.pdf](http://www.isbe.net/homeless/pdf/mckinney-vento_plan.pdf).

In addition, each LAL will work with all school districts in its area to ensure that each meets the following requirements regardless of whether those districts receive a subgrant under the homeless program. The responsibilities of school district liaisons can be found on pages 9 and 10 at <http://www2.ed.gov/programs/homeless/guidance.pdf>.

## Proposal Narrative Requirements

Using Attachment 3 (i.e., Proposal Narrative), respond to each requirement in the order presented below. Limit the proposal narrative to 10 pages.

### 1. Needs Assessment

Describe the comprehensive needs assessment undertaken to complete this proposal. The description must address each of the following areas in the order presented below.

- a. Indicate the IARSS area (i.e., Areas 1-6) that the applicant intends to serve and include the number of each in the categories below that operate in that area.

School Districts	_____
School Buildings	_____
Teachers	_____
Administrators	_____
Shelters	_____
Community Groups	_____

- b. Describe the process used to determine the need for homeless services in your area. This description should at least include the entities involved in the process, the demographic and other statistical information gathered, methods used, and, as applicable, the number of homeless children and youth currently residing in the area.
- c. Describe the barriers (i.e., educational and related needs) faced by homeless children and youths residing in the attendance areas of the school district to be served by the applicant. Address each barrier separately using the section headings below.

Indicate the activities, as enumerated on Attachment 4 (i.e., Objectives, Activities, and Measures) which will be implemented to ameliorate each of the barriers identified see <http://www2.ed.gov/programs/homeless/guidance.pdf>. Examples of each type of barrier are provided, but not limited to, the following:

1. **Barriers to School Enrollment** faced by homeless children and youths residing in the attendance area(s) of the school district(s) in the region to be served. For example, a barrier exists when homeless families with children and youths are living with other families or relatives and are routinely denied enrollment in the districts because they do not live in shelters, lack valid leases, and lack utility or other bills.
2. **Barriers to School Attendance** faced by homeless children and youth residing in the attendance area(s) of the school district(s) in the region to be served. For example, a barrier exists when homeless children are unable to secure transportation to and from school.
3. **Barriers to School Success** faced by homeless children and youths residing in the attendance area(s) of the school district(s) in the region to be served. For example, a



barrier exists when due to the amount of class time missed, the academic achievement levels of the homeless students in the area to be served by the program are below grade level.

## **2. Program Description**

Describe the proposed program to be implemented to address the needs and barriers indentified in item 1 (i.e., Needs Assessment) above. The description must address each of the following areas in the order presented below.

### **a. Subgrants to School Districts**

Provide a summary of the competitive process that will be used to award subgrants to school districts and other eligible applicants (see page 4 and 5 of this RFP) that at least include a description of the proposal requirements and criteria to be used to evaluate the quality of the proposals received. If available, attach a sample of the RFP or application package that will be distributed.

### **b. School District Homeless Liaisons**

Describe the steps to be taken to ensure that each school district in the area has a school district homeless liaison appointed before the start of the 2010-11 school year. Include as part of the proposal a list of the school district homeless liaisons currently employed. The list must include the name of each liaison (i.e., phone number, e-mail address, and mailing address), and the name of the employing school district.

### **c. Training Program**

Describe in detail the process to be used to assess the needs of school district liaisons for training and technical assistance. Indicate the standard training to be provided to homeless liaisons to help them remove barriers for homeless children and youths and to assist school districts in meeting the requirements of the McKinney-Vento Act. Include how the specific training needs of school district homeless liaisons identified through the needs assessment process will supplement the standard training program. Include how, where, and when the standard trainings will be conducted. Provide a detailed timeline for the training, to include the completion dates for each and indicating the fiscal year in which each session will occur. Also describe the ongoing process to be used to ensure that subsequent training sessions adequately address the needs of school district.

Describe the duties and responsibilities of the LAL as well as those of any other personnel assigned to the training program. If training will be provided in collaboration with other entities, identify the entity (e.g., social, health or human service agencies, not-for-profit organizations, community-based organizations) and the nature and extent of their involvement.

Describe how the availability of training sessions will be publicized to the school district homeless liaisons, the steps to be taken to ensure their participation, and the documentation

system to be used to track the number of school district homeless liaisons participating in the training, the frequency of their participation, and the nature of the training presented.

Describe how the effectiveness of the training program will be evaluated and how the data will be delivered to the state coordinator on a yearly basis.

**d. Review of Policies and Procedures**

Describe how the applicant will work with school districts in its service area to review the policies and procedures that have been implemented to ensure that all homeless children and youth enroll in school, attend school, and achieve success in school and that those students will not be isolated or stigmatized due to their homeless status. This should include any school district policies related to transportation.

Describe how the applicant will work with these districts to ensure that each homeless student has equal access to the same free appropriate public education, to include public preschool education services provided by state-funded education entities.

This description must include the process for identification and documentation of the demographic information on all the children of homeless families to ensure that all children birth to age 21 receive appropriate services. Include information about how families with children less than age 6 will be provided with information and referral to appropriate preschool and early childhood services.

**e. Local Coordination**

Describe how the applicant will work with school districts to assure that effective coordination will occur with other providers servicing homeless families. In addition, describe how services offered to homeless children and youths by programs previously funded within an area will continue without interruption. For more information and a list of those programs go to <http://www.hud.gov/local/il/homeless/cocontacts.cfm>. Include a description of the how CoCs in the area to be served collaborated on the development of the proposal. For information regarding the CoC programs, contact the Illinois Department of Human Service's Bureau of Homeless Services and Supportive Housing at 217-557-9108.

**f. Family Assistance**

Describe the steps to be taken to provide information and assistance to homeless families and unaccompanied youth in the area to be served in such a way so as to ensure that requests are acted upon promptly and are appropriate to meet the needs.

**3. Staffing**

Describe the qualification of the staff (paid and unpaid) responsible for the proposed activities and other services. The description must include the background, experience, and qualifications of the proposed LAL and any other personnel to be assigned to the project specific to their ability to manage, coordinate, and complete the types of activities required by the RFP.

Describe any of the applicant's previous experience managing programs for homeless children and youth and the extent to which such programs have been successful and how the success was determined.

#### **4. Data Collection**

Describe how each of the data elements required by the Consolidated State Performance Report and EdFacts will be collected and submitted within the deadlines that will be set by ISBE to meet the U.S. Department of Education's requirements. For more information go to <http://www2.ed.gov/about/inits/ed/edfacts/overview.html> and [http://www.neglected-delinquent.org/nd/data/data\\_cspr.asp](http://www.neglected-delinquent.org/nd/data/data_cspr.asp).

Describe the process that will be used to ensure that each school district has accurately reported on time all required national data by the established deadlines and describe and how the school districts will maintain the data on each homeless child and youth enrolled at the beginning of or during the academic year and any and all children and youth who became homeless during the academic year.

#### **5. Evaluation**

Describe in a time-specific format the objectives, project activities, and measures that will be used to assess the effectiveness of the project. Use Attachment 4 (i.e., Objectives, Activities, and Measures) to complete the evaluation plan.

Describe how the evaluation results will be used in the continued development and improvement of the program.

### **Fiscal Information**

Approximately \$1,600,000 will be available to fund one grant in each of the six areas shown in Appendix A.

Allowable uses of the funds include the following:

1. Salaries (professional and clerical);
2. Clerical services;
3. Materials and supplies;
4. Printing;
5. Postage;
6. Telephone and fax;
7. Cost for travel for the purpose of meeting with subgrantees and delivering services to school districts located in the area served;
8. Training costs (materials, travel, and lodging); and
9. Costs pertaining to attendance at statewide meetings and community and organization educational presentations.

The applicant must include in its proposed budget all anticipated costs for travel expenses, fees and other out-of-pocket expenses. When making subgrants to school districts, the LAL should require that each applicant include in its proposal all anticipated costs for travel expenses, fees, and other out-of-pocket expenses, as those expenses cannot be reimbursed out of the LAL grant.

Programs funds **must not be used** for any of the following without prior written approval of ISBE:

1. Any portion of residential costs for students, including daily meals;
2. Site facility purchase, construction, or remodeling of sites or facilities;
3. Dues and memberships;
4. Equipment other than for instructional purposes (function 1000);
5. Out-of-state travel;
6. Cell phones;
7. Rent for facility owned by the grantee;
8. Grant proposal writing activities; and
9. Indirect costs.

Administrative expenses and general expenses not directly attributed to program activities must not exceed 5 percent of the total grant award, except that a higher limit, not to exceed 10 percent, may be negotiated with a successful applicant that has provided evidence that the excess administrative expenses are beyond its control and that it has exhausted all available and reasonable remedies to comply with the limitations.

For purposes of compliance with Section 511 of P.L. 101-166 (the “Stevens Amendment”), applicants are advised that 100 percent of the funds for this program are derived from federal sources. The total amount of federal funding involved is \$1,600,000.

## **Proposal Format**

Each proposal must be submitted in the format outlined below and limited to the requested information. Unrequested information or additional attachments (e.g., letters of support) will not be reviewed as a part of the competitive process; narrative information exceeding the 10 page limit will not be reviewed; and incomplete proposals will not be considered for funding. Proposals must be clipped or stapled but not bound. Please use the following as a checklist in assembling your completed proposal.

- \_\_\_ **1. Cover Page (Attachment 1):** This completed form constitutes the cover page of the proposal. No other cover page may precede it. The cover page must be signed by the school district superintendent or fiscal/administrative official authorized to submit the proposal.
- \_\_\_ **2. Proposal Abstract (Attachment 2):** Provide a brief overview of the project. Briefly describe the overall objectives and activities of the project.
- \_\_\_ **3. Proposal Narrative (Attachment 3):** Using the form provided, respond to each of the requirements listed in the *Proposal Narrative Requirements* section of this RFP. The proposal narrative must be limited to 10 pages.

- \_\_\_ **4. Objectives, Activities and Measures (Attachment 4):** Use the form provided to list the objectives, activities, and measures of the proposed project in a time-specific format.

Additional pages may be used to provide detailed objectives; activities; and measures, tools, and strategies for the evaluation of each objective identified for the proposed program.

- \_\_\_ **5. Budget Summary and Payment Schedule (Attachment 5):** Must be submitted on the form provided and signed by the district superintendent or fiscal/administrative official authorized to submit the proposal. The payment schedule should be based on the projected date of expenditures and be prepared in accordance with the State and Federal Grant Administration Policy and Fiscal Requirements and Procedures handbook found at [http://www.isbe.net/funding/pdf/fiscal\\_procedure\\_handbk.pdf](http://www.isbe.net/funding/pdf/fiscal_procedure_handbk.pdf). Supplies, equipment, contracted services, and professional development should be requested in the month for which the expenditure is anticipated.

- \_\_\_ **6. Budget Narrative(Attachment 6):** Must include descriptions of the anticipated expenditures, correlated to the line items set forth on the Budget Summary. Itemize and explain each expenditure amount. Provide a thorough description for each function and object. Use Attachment 7 (i.e., Proposed Subgrantees) to provide the subcontracting information required under item 7 of the document titled “Certification and Assurances and Standard Terms of the Grant” (Attachment 9) directly linking the subcontracting activities to the expenditures detailed on the Budget Narrative.

- \_\_\_ **7. Proposed Subgrantees and Subcontractors (Attachment 7):** Supply the required information, clearly describing the need for the subcontracting in relation to the expenditures detailed on the Budget Narrative, Attachment 6.

- \_\_\_ **8. Continuum of Care Service Providers (Attachment 8, 8A and 8B):** Each proposal must include the name and contact information of each proposed Continuum of Care Consortia service provider as well as a detailed service plan with supporting activities for each proposed service provider. Each proposal must also include a signed Continuum of Care sheet designating the coordination of services, a summary of the coordination and collaboration activities, and an assurance that the applicant has collaborated with its Continuum of Care region in developing the proposal.

- \_\_\_ **9. Certifications and Assurances (Attachments 9, 10 and 11):** Each applicant is required to submit the three certification forms attached (“Certification and Assurances, and Standard Terms of the Grant,” “Program-Specific Terms of the Grant,” and “Certification Regarding Debarment”) with the original proposal (no copies are needed). The forms must be signed by the school district superintendent or fiscal/administrative official legally authorized to submit the proposal and to bind the applicant to its contents.

- \_\_\_ **10. Certifications and Assurances (Attachments 12, 12A, 12B and 12C):** Any applicant requesting more than \$100,000 must complete the “Certification Regarding Lobbying” forms. The forms must be signed by the school district superintendent or fiscal/administrative official

legally authorized to submit the proposal and to bind the applicant to its contents. Submit one set of forms with the original proposal (no copies needed.).

\_\_\_ **11. General Education Provisions Act (GEPA) (Attachment 13):** Complete the attachment.

### **Criteria for Review and Approval of Proposals**

Proposals will be evaluated in a competitive review process in accordance with the applicable criteria set forth below and conducted by an expert panel of reviewers with experience in and knowledge of the McKinney-Vento Education for Homeless Children and Youth Program. Proposals will be scored on the criteria outlined below, ranked by score, and awarded according to rank and available funding. The total points possible is 100.

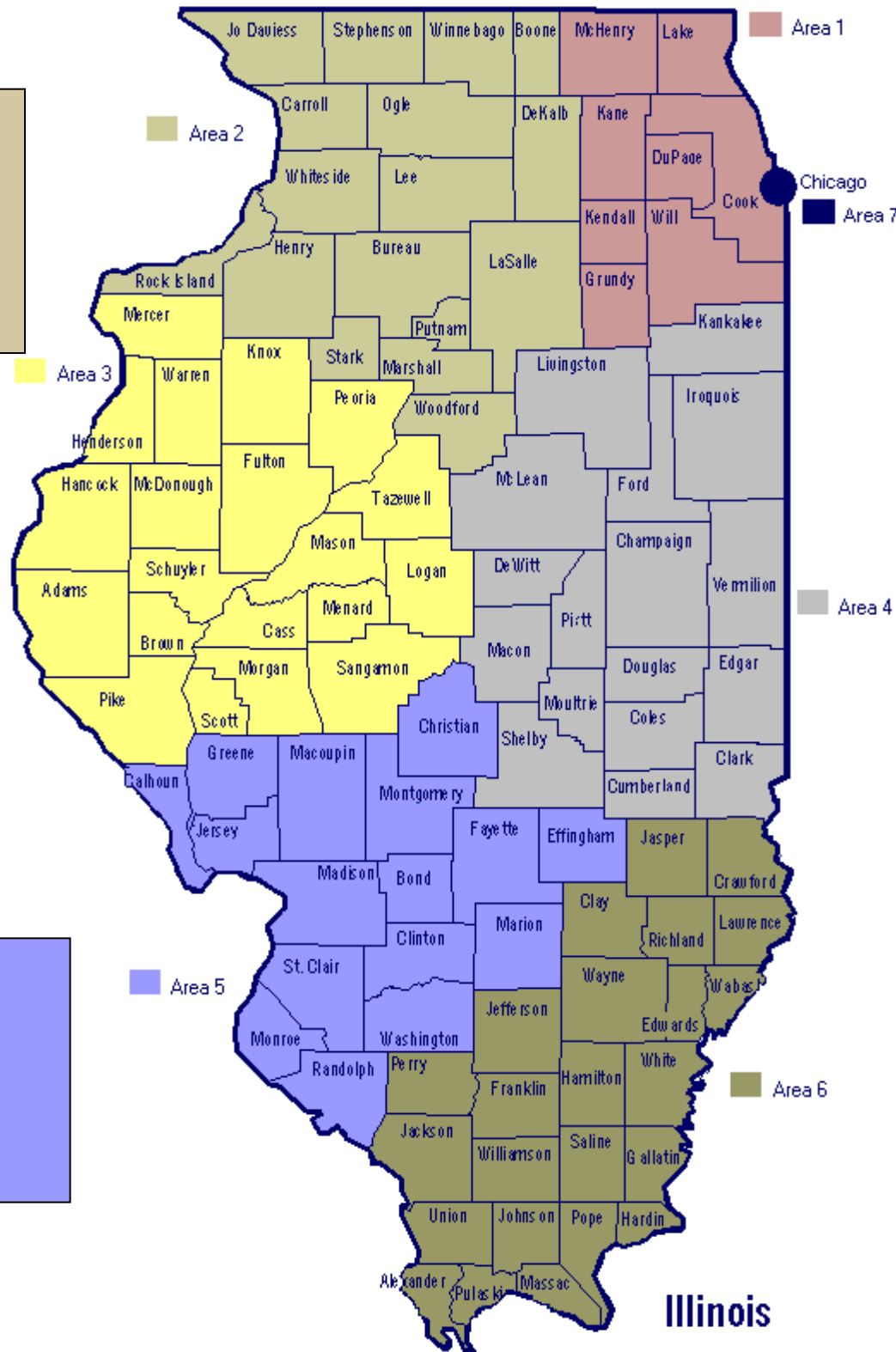
1. The proposal provides sufficient evidence that the applicant is sufficiently familiar with the needs of the area to be served to ensure that the homeless program to be established will adequately assist school district homeless liaisons and their school districts to meet the needs of homeless children and youths. (20 points)
2. The proposed training activities and other services to be provided by the LAL have a strong potential for helping school districts design and continue programs that enable homeless children and youths to achieve stability and integration within the regular education programs in order to reach the same challenging state content and student performance standards to which all children and youths are held, including preparation for self-sufficiency, and that such activities and services address mechanisms for involving parents or guardians of homeless children and youth in the education of their children. (30 points)
3. The proposal demonstrates that effective coordination with private, non-profit entities, social services agencies and other agencies serving homeless children and youths and their families will occur, as necessary, so that the school district homeless liaison and the school district are able to provide services that are appropriate and comprehensive. (10 points)
4. The proposal describes the process to be used by the LAL to review the policies and practices of the school districts in the area to ensure that they facilitate the enrollment and regular attendance of homeless children and youths in the schools without isolating or stigmatizing them. (15 points)
5. The proposed evaluation process is designed to assess the effectiveness of the program's activities and services in relation to the program's goals and objectives and its capacity to produce data that can be used to improve the program. (10 points)
6. The proposed budget is consistent with the proposal's activities and appears to be cost-effective in light of the services being provided and number of participants being served. The applicant's competitive process for awarding subgrants is likely to meet the needs identified in the area to be served. (15 points)

# Appendix A

**AREA 2**  
 Lois Porter  
 815/652-2054 Ext. 234  
 ROE # 47  
 Lee/Ogle  
 7772 Clinton St  
 Dixon, IL 61021

**AREA 3**  
 Eileen Worthington  
 309/837-4821  
 ROE # 26  
 Hancock/McDonough  
 130 S Lafayette St – Ste 600  
 Macomb, IL 61455

**AREA 5**  
 Ann Schwarm  
 618-283-1763  
 ROE # 3  
 Bond/Fayette/Effingham  
 1830 W Fletcher St – Ste B  
 Vandalia, IL 62471



**AREA 1**  
 Dave Levek  
 815/462-5404  
 ROE # 56  
 Will County  
 702 W. Maple St  
 New Lenox, IL 60451

**AREA 7**  
 Patricia Rivera  
 773/553-2242  
 CPS Homeless Education  
 125 S Clark  
 Chicago, IL 60603

**AREA 4**  
 Jim Moberly  
 815/937-2952  
 ROE # 32  
 Iroquois/Kankakee  
 189 E Court St – Ste 600  
 Kankakee, IL 60901

**AREA 6**  
 Mickey Sullivan  
 618/998-1283  
 ROE # 21  
 Franklin/Williamson  
 404 N Monroe St  
 Marion, IL 62959

**Illinois**